MINNESOTA STATE COLLEGES AND UNIVERSITIES
CENTURY COLLEGE
REQUEST FOR PROPOSAL (RFP)
FOR
ACADEMIC PROMOTIONAL PROGRAM VIDEOS

ADDENDUM NO. 1

The Proposal due date of Monday, August 21, 2023, will not change as a result of this Addendum.

CLARIFICATIONS/QUESTIONS:

1. Is it mandatory to submit printed copies of our response, and is there any option for email submission? Email submissions are NOT acceptable.
2. What is the expected budget or budget range for this project? $100K - $105K (as stated in the RFP, we will not reimburse for travel expenses)
3. Can you provide examples of promotional videos you would like to emulate? We are looking for fresh concepts and ideas, so at this time, we don’t have specific videos to emulate. As a standard, though, we are looking for high-quality footage, and most likely graphics and text overlays.
4. Is there a preference for local vendors? Yes, we would prefer a local vendor for responsiveness and cost purposes. Travel costs will not be reimbursed.
5. Will the videos be versioned into any other languages? **No.**
6. Will captions be required? **Yes**
7. Will reference information for previous clients be required? **Yes.**
8. Is there a maximum or minimum number of samples we should provide? **2-3 samples, ideally within higher education or education focus, as indicated in the Project Overview of the RFP.**
9. Is it acceptable to provide URLs or hyperlinks in our submission? **No.**
10. For the on-location filming, will that take place on the Century College campus? **Yes, all the filming will be on the Century College campus.**
11. Would the client like to utilize professional talent/models or students/staff? **We will be using unpaid students and staff.**
12. Is there already a concept selected for these videos? Could examples/brief be provided? **The concept has not been selected. We would be relying on the vendor to assist in finalizing concepts.**

The above ADDENDUM shall be attached to and become part of the bid. Receipt of this Addendum shall be acknowledged by including it with the bid. Failure to do so may subject BIDDER to disqualification.

END OF ADDENDUM NO. 1